



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



THOMAS D. WATKINS, JR.  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

JENNIFER M. GRANHOLM  
GOVERNOR

MEMORANDUM

TO: Driver Education Coordinators/Contact Persons

FROM: Julie Stark, Interim Director  
Office of School Support Services

DATE: January 15, 2004

SUBJECT: Driver Education Reimbursement

Pursuant to Executive Order 2003-23, \$6.1 million of the anticipated FY2004 driver education fund will be transferred to the Department of State Police. For FY2004, an undetermined amount will be available to support a limited number of segment 1 classes. This reduction does not affect reimbursement for FY2003, which schools can expect to receive within the next few weeks. The per pupil reimbursement amount for FY2003 will be \$100.44.

Superintendents received a memo dated January 9, 2004 outlining the FY2004 reimbursement. Those guidelines were amended, so a memo dated January 14, 2004 was faxed to superintendents. It was previously determined that students must complete an approved segment 1 class on or before January 31, 2004 to be eligible to be claimed for reimbursement. Upon further review, it has been realized that the January 31<sup>st</sup> cut off may cause undo burden to some programs. Therefore, the criteria for identifying eligible students has been changed, and now reads: **Students completing a segment 1 class that starts on or before January 31, 2004 are eligible to be claimed for reimbursement.** The ending date of the class is no longer a factor. The class must start no later than January 31<sup>st</sup>. Students who completed segment 1 prior to October 1, 2003 will not be eligible for a FY2004 reimbursement. The FY2004 reimbursement will not be available until after the fiscal year ends. However, we may move the reporting period up to May and June. It is estimated that the FY2004 pro rata amount will be in the \$70.00 to \$85.00 range.

Enclosed is a copy of the Certificate of Student Participation (CSP) form, that most schools use when claiming reimbursement for students who are eligible to receive the pro rata amount. Eligible students may start segment 1 classes in January, but may not be finished until February or March. Since the CSP only identifies the date when the student completes the class, driver training schools must identify on the form when the class started. This is necessary to verify that the class started on or before January 31<sup>st</sup>. The driver training schools have been instructed to record the class start date at the top of the CSP form (see the enclosed sample). If a student returns a CSP with a completion date of February 8 or later, which does not include the beginning date of the class, do not accept it. The student must take the form back to the program provider, so the beginning class date can be written on the form.

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If you have students who are eligible to receive the partial reimbursement, I recommend that you advertise a deadline for those forms to be returned to the school (possibly in March or April).

The Department will require documentation be submitted during the reporting period, which verifies the eligibility of the students being claimed. Schools using the CSP form will be required to send a copy to the Department. Schools claiming students who completed the public schools own segment 1 program(s), will need to provide the students' names, birth dates, certificate numbers, and beginning and ending dates of the classes. A separate mailing will outline the reporting process.

If your district offers driver education, please consider all options prior to making a decision on how this will impact your program. If additional information is needed, please contact either Greg Lantzy at (517) 373-0763 or Jeff Simpson at (517) 241-0628.

Enclosure

Class Start Date \_\_\_\_\_

C 1 2 3 4 5

**MICHIGAN DEPARTMENT OF EDUCATION**  
**DRIVER EDUCATION PROGRAM STUDENT PARTICIPATION**  
*Instructions on reverse side of form*

**A. CERTIFICATION OF STUDENT PARTICIPATION**

Pursuant to Section 811(3) of PA 456 of 2000, \_\_\_\_\_  
School District certifies that:

- \_\_\_\_\_ 1. The student has selected to participate in an approved driver education course at a local school district of his or her choice other than his or her local school district; or
- \_\_\_\_\_ 2. The student is eligible to participate in a driver education course at a licensed driver training school because one of the following conditions exist:
- \_\_\_\_\_ a. The student's local school district does not offer an approved driver education course itself or through a consortium of local school districts of which the student's local school district is a member; or
- \_\_\_\_\_ b. The student's local school district does not offer an approved driver education course with openings available either itself or through a consortium of local school districts of which the student's local school district is a member at the time the student attains 15 years, 6 months of age; and

thus provides \_\_\_\_\_, whose birth date is \_\_\_\_\_, with this certificate having a promissory value equal to the state stipend for driver education for payment toward the fee charged for the approved driver education course.

\_\_\_\_\_  
Type name and position of authorized official

\_\_\_\_\_  
Signature of authorized official

\_\_\_\_\_  
Date

**B. VERIFICATION OF COMPLETION OF DRIVER EDUCATION COURSE**

\_\_\_\_\_ agency, whose  
address is \_\_\_\_\_, telephone  
number ( ) \_\_\_\_\_ and whose driver education program number is \_\_\_\_\_,  
verifies that \_\_\_\_\_

Student's name \_\_\_\_\_ Student's address \_\_\_\_\_  
completed Segment 1 on \_\_\_\_\_, and received certificate number A  
\_\_\_\_\_ of the Michigan Department of Education approved Driver Education Course.

\_\_\_\_\_  
Type name and position of authorized official

\_\_\_\_\_  
Signature of authorized official

\_\_\_\_\_  
Date

This form certifies participation of a student, who has not reached the eighteenth birthday, in the Michigan Department of Education approved Driver Education Course. The issuing school district retains this completed form and includes data from the Certification of Student Participation and Verification of Completion of Driver Education Course in the count of students completing the course in its annual *Michigan Department of Education Driver Education Reimbursement Report*. For questions regarding this form, please call (517) 373-3677.

## **INSTRUCTIONS FOR COMPLETING THE CERTIFICATION AND VERIFICATION OF STUDENT PARTICIPATION IN A DRIVER EDUCATION PROGRAM**

1. Issuing school district completes Part A, retains copy 4 (gold) and gives student original and remaining attached copies.
2. Student takes original and remaining attached copies to the educational agency or licensed driver training school that will provide the approved Driver Education Course.
3. After student has completed the Michigan Department of Education approved Driver Education Segment 1 course, consisting of no less than 24 hours of classroom instruction and six hours of behind the wheel experiences, the agency that provided the services completes Part B, retains copy 3 (pink) and returns the original and attached copy to the student.
4. Student returns the original (white) to the issuing school district, and keeps copy 2 (canary).
5. The issuing school district includes data from the Certification of Student Participation and Verification of Completion of Driver Education Course in the count of students who have completed the course in its annual *Michigan Department of Education Driver Education Reimbursement Report* and facilitates procedures for payment of the pro-rata stipend.